

INSTRUCTION MANUAL FOR B2V5



7th to 14th NOVEMBER 2023.

KEY FEATURES

- Deputy Commissioners to lead the initiative
- Rural Development Department to be the nodal department
- Planning Development & Monitoring department and IT to be the support departments

INSTRUCTIONS FOR THE VISITING OFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Seeking details from the District level		- Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jepanchayat.jk.gov.in or www.jkpanchayat.in - Also take print outs of the summarized excel sheets of the previous phases from www.jepanchayat.jk.gov.in or www.jkpanchayat.in ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioner. - Take prints of blank 2 booklets of B2V5 from www.jepanchayat.in or www.jkpanchayat.jk.gov.in - Collect List of new works started/ ongoing/ completed during the previous and current financial year under the following heads: • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work - Plans/ beneficiary lists: • MGNREGA draft plan document for the year 2023-24. • List of Awas+ beneficiaries alongwith HHHL Convergence • List of pension beneficiaries • List of SHGs • List of agriculture scheme beneficiaries - Lists of beneficiaries for: • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

Activity 2	Reach the Panchayat on day of visit.	1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure & implementation of Schemes as per Schedule I A, IB & Schedule II. 2. Ensure that all front line workers of different depts are present. 3. Ensure exhibition by different depts. about individual beneficiary schemes. 4. Inspect JKB/PSB counters/outlets. 5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity. 6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBharat. 7. Ensure saturation of AIL health card and Golden Health Card under AyushmanBharat, saturation of Old Age Pension Scheme, Domicile Saturation, RCC Saturation, and saturation of land passbooks. 8. Visit government establishments, i.e., Health facility, Education Institute, Aganwadacenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, ParwarKhana, etc. 9. Inspect Khamat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhogidari, Aapki Zamin Aapki Nigam, Digital J&K, etc. 10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pit, IJM, etc. 11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat. 12. Wherever possible, distribute employment letters for people selected under various government employments. 13. Conduct social audit of works under following schemes: MGNREGA, PMAY, MHHL toilets and payments CSCs & AMRIT SAROVARs. 14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved. 15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. 16. Organize village-level cultural events to engage panchayat members. 17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning. 18. Open discussion on Nasha Mukt Abhiyan, corruption-free Panchayat, etc. 19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.
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GENERAL INSTRUCTIONS

1. The visiting officer shall spend at least three days in a Gram Panchayat to assess the details of the Gram Panchayat comprehensively.
2. He/She shall refrain from giving or offering any commitment on behalf of the government and shall adopt an unbiased attitude in reporting issues. As far as possible, his/her observation should be based on a fair and analytical view emerging from his/her interaction in the village.
3. He/She is going to the Panchayat as a planning officer, not for sanctioning any works or for making any commitments.
4. While preparing the Gram Panchayat development plan, he/she has to ensure that demands are prioritised and reflected under available schemes, wherever necessary the larger works are to be referred to administrative deptt under CSS/UT plans under intimation to DCs, and the rest of the works to DCs for reflecting it under district CSS plans.
5. His/her work shall be hard-core planning and audit and is not a PR exercise.
6. Every Deputy Commissioner has to ensure that at least one RDD official (ideally Panchayat Secretary) is present in every panchayat with relevant panchayat records, to ensure the conduct of all activities as planned, Panchayat-wise orders need to be issued in advance.
7. The BDO has to ensure that Gram Sabha is held during the visit of the officer in the panchayat and uploaded on Vibrant Gram Sabha Portal.
8. The visiting officer should ideally carry his/her laptop to complete the reports at the Panchayat level itself and upload the final report, duly signed both by the Sarpanch and by the visiting officer on the www.kpanchayat.in portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukt, Bhrashtachar Mukt, Rojgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

In addition, attention may be given to the following areas:

- a. Make full use of Centrally Sponsored Schemes.
 - b. Saturation of individual beneficiary schemes.
 - c. Self-employment schemes.
 - d. Bank-linked schemes, including departmental subsidy schemes.
 - e. Empowerment and transparency through digital initiatives.
 - f. Effectiveness of grassroots machinery:
 - i. Farwari, VLW present and available.
 - ii. Available funds utilized in public interest and as per Gram Sabha resolutions.
 - iii. Fairness in governance.
 - iv. CSS/Individual beneficiary schemes, etc.
 - v. Bhrashtachar Mukt J&K.
 - vi. Nasha Mukt, J&K.
9. The PRI members (Sarpanch, Panchs, BDC Chairperson) shall be at the forefront of all activities and given due importance, and the approach should be to strengthen them and make them feel empowered. He/she shall ensure that the BDC Chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.

10. The visiting officer shall not leave the district without handing over a hard copy of the report to the Rural Development official (BDO/Panchayat Secretary) for further uploading of the report on the www.jkpanchayat.in / www.jkpanchayat.jk.gov.in portal within a week's time, positively.

Instruction for Field visit

FIELD VISIT

Facility	Purpose
Khidmat Centres	Create /Generate awareness on online services particularly QOC schemes Aapki Zamin Aapki Nigam, Beens, Janbhagidari, Digital J&K.
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc.
Incomplete buildings/pro- jects	Verify whether identification and redistribution done
PDS	Visit, evaluate, and/or status
PHC	Visit, evaluate, status of staff, equipment and quality
PMAY	Inspect, Inaugurate
My school, my pride progress, schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff
Swachh SBM	Evaluate
Panchayat play ground, Sports kils distribution Village games	Ensure, verify. Participate in at least one game in the playground
Har Gaon Hariyali, Planta- tion drive	Evaluate status, feedback
Village cultural event	Participate in ensure that it is held
Dangal/ Haat/Mela	
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V
Jal Jeevan Mission verification- WSS/ISD Electricity supply	Verify

AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES

The Visiting Officer shall create awareness about the following schemes:-

FLAG SHIP SCHEMES

1. Ayushman Bharat- PMJAY
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission
3. PM Awas Yojana (Rural)
4. PM Ujjawala Yojana
5. PM Vishwakarma
6. PM Kisan Samman Nidhi
7. Kisan Credit Card (KCC)
8. PM Poshan Abhiyan
9. Har Ghar Jal- Jal Jeevan Mission
10. Survey of Villages and Mapping with improvised technology in Village areas (SVANMITVA)
11. Jan Dhan Yojana
12. Jeevan Jyoti Bima Yojana
13. PM KUSUM Yojana
14. Suraksha Bima Yojana
15. Atal Pension Yojana

ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1. Enrolment in Eklavya Model residential school
2. Scholarship schemes
3. Forest Rights Title: Individual and Community Land
4. Van Dhan Vikas Kendra: Self Help Groups

SDG Theme & Goals

Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.

1. SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH 2024
2. STATUS OF WORKS UNDER THE FOLLOWING GOALS

1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste (a) Awareness campaign is use of dust bins
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest been done? Yes/No. If No, reason thereof. (iii) Special plan for scheduled caste of solid waste management plan half in 4000 2000-20
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands.
- vi. Whether schools have started segregating waste. Yes/No
- vii. Whether schools have their own compost/wastage pits for solid/liquid waste management. Yes/No Yes in some schools

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No Yes
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No Yes
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No Yes
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No Yes
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No Yes
- vi. Whether all the deliveries were institutionalized or conducted by trained Midwives? Yes/No Yes

3. Water-sufficient village

- i. Do all the HHs in the Gram Panchayat have water pipeline connections? Yes/No No
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify. No
- iii. Do all the HHs in the Gram Panchayat have toilets? Yes/No Yes
- iv. Are all the HHs toilets functional or not? Yes/No Yes
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No Yes
- vi. Are all the toilets in the schools/Anganwadifunctional or not? Yes/No Yes
- vii. Whether Gram Panchayat Bhiwani has separate toilets for women or not? Yes/No Gram Panchayat building not available

4. Child-Friendly village

- i. Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for pre-schooling? Yes/NO Yes
- ii. How many BalSabha's were organized in the Gram Panchayat. 05

- vi. Whether the issues raised by BalSabha are addressed during the Gram Sabha. Yes/No *Yes*
- vii. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/No *Yes*
- viii. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No *Yes*
5. Village with good governance
- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No *Yes*
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram Panchayat wall or not? Yes/No *Yes*
- iii. Does the Gram Panchayat has its building or not? Yes/No *Yes*
- iv. Is the Gram Panchayat office functional or not? Yes/No *From CFC building*
- v. Are the activities approved under the Haliqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No *Yes*
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No *Yes*
6. Poverty-free and enhanced livelihood village
- i. Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if yes specify *Yes*
- ii. Have all the eligible households registered in PDS or not? Yes/No *Yes*
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar for holding meetings or not? Yes/No *Yes*
- iv. Have all the eligible households been registered for Pension or not? Yes/No *Yes*
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No *Yes*
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No *Yes*
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No *Yes*
7. Socially secured village
- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No *Yes*
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No *Yes*
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No *Yes*
- iv. Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like ramps, barrier-free access, etc., or not? Yes/No *Yes*
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No *Information not available as no one from local welfare attended*
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No *Yes*
8. Empowered Development in Village
- i. How many MahilaSabha's were organized in the Gram Panchayat *03*
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/No) *Yes*
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) *Yes*
- iv. Number of women beneficiaries headed households covered under PDS system. *Information NA*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefit under Pradhan Mantri Matruva Vandana Yojana *Information NA*
9. Self-sufficient infrastructure in the village

- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes ~~No~~ *Yes*
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No) *Yes*
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No) *NO*
- iv. Whether the GP has easy access to Godown for storage (Yes/No) *N/D*
- v. Whether street lights are provided in public places for ensuring safety (Yes/No) *Yes, solar light at some places*

Deliverables:		Deliverable
S/No	Department	
1	Agriculture Production Department	i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. ii. Ensuring saturation of Kisan Credit Cards (KCC) & Soil Health Cards (SHC). iii. Awareness about G.I. Tagging of agriculture crops. iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. v. Distribution of seedling and seeds including Rabi seeds, lavender seeds. vi. Implementation of FasalBeemaYojna (Crop Insurance) vii. Issuing sanction letters for insurance of the Cattle.
2	Rural Development Department	i. Establishment of AmritSarovar per Panchayat (Target/Achievement) ii. Saturation of all households in SHGs across all panchayats. iii. Number of works verified and completed during BQV-I, II, III & IV. iv. Achieving 100% social audit of PMAY. v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households vi. Achieving PMAY/SHH Saturation. vii. Status of Drug Free/Corruption free Panchayats. viii. Organizing of various sports events at the Panchayat level.
3	Information Technology	i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. ii. Awareness about BEAMS, Janbhagidan & E-Urnat Portal etc. iii. Hoardings, Wall paintings in all panchayats about Digital J&K & Services. iv. Organizing of one CSC Camps per panchayat. v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.
4	Finance Department	i. Number of Aadhaar Linked accounts under PMJDY, PMSBY, APY & PMJDY. ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&K Bank, EOI and Labour. iii. Setting up of counters by Banks at Panchayat level for verification, Sanctioning and disbursement of cases and also accepting fresh application under all individual subsidy schemes. iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.
5	Revenue Department	i. Awareness programme about Management legacy data of registration & delivery of registration documents online to the citizens by the Tehsildar concerned. - <u>SC ST OBC</u> ii. Information campaign for popularization of "AapZameenAap Ki Nigraani" iii. Achieving saturation of land passbooks. iv. Pending inheritance mutations to be completed. <u>10 Cmp</u> v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)
6	Health & Medical Department	i. Saturation of Golden Cards under PMJDY/ SEHAT Scheme. ii. Swachh Hospitals- Clean Toilets and Junk free premises. iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. iv. Screening of School Children. v. Awareness about screening of NCD (Non communicable disease).
7	Social Welfare	i. Geo-tagging of established Child Care Institutions. ii. Saturation of Old Age Pension ISSS/NSAP. iii. Number of Disability Cards (UDID) digitized. iv. 500 Anaemia check-up camps to be conducted. v. Number of Aanganwadi Beneficiaries Aadhar Seeded.

		vi. Number of Self-Bachchan-Paidha events held. vii. Saturation of left out cases under disability pension, implants and bicycles etc. viii. Awareness about Drug Abuse Panchayats.
11	Forest, Ecology & Environment	i. Raktaban drives under "Har Gao Harpal" program. ii. Conservation of water bodies. iii. Forest for Padder. iv. "Green J&M drive" campaign.
12	Tourism	i. Identification & Registration of Home Stays. ii. Providing support for tourism activities under village cooperatives. iii. Promotion for augmenting the tourist inflow. iv. Identification, delineation and demarcation of at least 5 tourist destinations/ circuits/ themes tracks per district. v. Plastic free tourism destinations.
13	Culture Department	i. Organizing school talent hunt competitions. ii. Cultural event at panchayat level under Har Din Tihar. iii. Promotion of local artists by way of organizing Kavi Samaylan, Raating competitions etc.
14	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fairs per District. iii. Awareness about Self Employment Schemes under Seed Capital Fund & Youth Start-up Loan Scheme.
15	School Education Department	i. Number of students covered under Nishu Bharat & Padega Bharat. ii. Identification of out of school children and their enrolment. iii. My School My Pride-Cleanliness and Maintenance drives to be organized. iv. Holding of at least 200 Parent-Teacher meetings per district. v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility.
16	Higher Education	i. Digital push for Open & Distance Learning (ODL) and online courses. ii. My college my pride (Nashtr Mukht Camps, Eco Clubs, Sports & Games) iii. Careers counselling and Job placements
17	Youth Services & Sports	i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
18	Transport	i. Steps taken to reduce the occurrence of road accidents. ii. Cases under HUMKIR scheme to be finalized.
19	Tribal Affairs	i. Organizing of Tribal Artisan Meets in each District. ii. Saturation of Scholarship Schemes.
20	Power Development Department	i. Distribution of Transformers. a) Check Unique Number b) Identify DTS with low oil and top oil c) Identify DTS with load imbalance d) Replace Non Standard fuses standard fuses. e) All pending electrical accidental claim cases to be resolved and disbursed. f) Removal of damaged transformers.
21	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fare price shops. ii. Saturation of Aadhaar Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department
22	Skill Development	i. Training of left out SHG members registered with NRLM/Tribal Affairs. ii. Skill Training of B2V4/NTHP2 youth. iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT. iv. 100% admission Polytechnic/ITI.

		v. 100% Implementation of Skill strengthening for industrial value enhancement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & Farmer Producer Organisation (FPO) at Block level. ii. Holding Awareness Camps iii. Registration of new cooperative societies.
21	Science & Technology	i. Public awareness events (IEC) under Rooftop Solar Residential Sector. ii. Outreach and training of farmers for PM-KUSUM Scheme. iii. Installation of Stall for solar gadgets for mass awareness.
22	Public Works Department (PWD)	i. Connectivity of left out habitations under PMGSY. ii. Safe audit and inspection of all roads. iii. All major roads pothole free in the district.
23	ARJ Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.
24	Mining	i. Monthly monitoring of E-Challans. ii. Awareness programmes about illegal mining. iii. Grant of quarry licence. iv. Identification of new minor mineral blocks.
25	Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
26	GAD	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by J&K Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAR. iv. Action against false complaints.
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of JalJeevan Mission & Regular testing of all Schools & Anganwadis for potable water.
28	Law Justice & Parliamentary affairs	i. To start work on E-assembly project. ii. Mechanism for monitoring of cases at district level. iii. Steps for decriminalization of laws.
29	Public Grievance	i. Satisfaction level for grievances redressal. ii. Assessment of perception of departments among public.
30	Estates Department	i. Key issues of concern leading to grievances to be identified.
31	Hospitality & Protocol	i. Vacancy/identification of all unsafe buildings. ii. Eviction of unauthorized occupants.
32	Floriculture Department	i. Awareness programmes regarding eat right. ii. Capacity building/ training of the staff.
33	Information Department	i. Awareness about yoga. ii. Training and awareness camps for farmers in commercial floriculture. iii. Training of the Departmental Officials in Media and Communications. iv. Launch of Musical Talents. v. Organizing photograph competition under Badalta J&K for public.
34	Industries & Commerce Department	i. PMEGP cases in which marginal money disbursed. ii. MSME registration on single window portal. iii. Registration of Artisans and weavers. iv. Training of youth in Handicrafts and Handloom cooperatives.
35	Planning Development & Monitoring Department	i. Achievements made under Vishwakarma Scheme. ii. Monitoring of CBS / Flagship Programmes. iii. Physical verification of completed projects/ works. iv. Monitoring of Aspirational Panchayat, Block and District programmes. v. Awareness programme about registration of Births & Deaths. vi. Panchayat development index rating verification.

QUESTIONNAIRE FOR B2V5

Schedule-1 (B)

(Details of Officers/ Officials present in the Panchayat)

(To be filled up by existing Officer during his/her visit to the Panchayat. All fields have to be filled by the Visiting Officer before the booklet is handed over to the DC)

S. No.	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Rattan Singh	JAEO	Present	
2	Education	List of officials enclosed			
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Pran Chand	Forest guard	Present	
5	Health and Medical Education	Dr. Swarn Singh	MBBS Doctor	Present	
6	ICDS Department	Shilpa Devi	Anganwadi worker	Present	
7	Irrigation and Flood Control Department				
8	Jai Shakti Department	Gopal Chand	Line Zimedar	Present	
9	Power Development Department	List of officials enclosed			
10	Public Works Department	Rattan Singh	class II	Present	
11	Revenue				
12	Rural Development and Panchayat Raj	Shashi Sharma	Apt Secy	Absent	
13	Skill Development	Kulwant Singh	GRS	Present	
14	Social Welfare Department	No one from social welfare deptt attended B2V5 programme			
15	Youth Services and Sports Department	No one attended from Mahila Jan & Flood deptt.			
16	Others				
17	Sheep Husbandry Deptt.	Gulshan Khakuria	Stock Assistant	Present	
18	Animal Husbandry Deptt.	Rajendra Kumar	So. vely. Pharmacist	Present	
19	Horticulture Deptt.	Vinod Kumar	Help. To. Inl.	Present	
20	Fisheries Deptt.	Surinder Kumar	Fisheries guard	Present	
21	Common service centre CSC	Surjeet Singh	CSC VLE	Present	
22	J&K Bank	Manvira Singh	Bank manager	Present	
23	J&K Bank	Anil Singh Soodan	PO	Present	

Please find attached attendance sheets

QUESTIONNAIRE FOR B2V5
Schedule-11
(FIRST HAND INFORMATION ON INFRASTRUCTURE -
PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1. Infrastructure of Panchayat Ghar		<i>Panchayat Ghar building incomplete due to non availability of funds & Panchayat</i>			
a) Ownership (Y/N)		<i>Yes</i>			
b) New/renovations/repairs		<i>Yes</i>			
c) Computer/printer (Y/N)		<i>No</i>			
d) Internet (Y/N)		<i>No</i>			
e) Telephone (Y/N)		<i>No</i>			
f) Toilet (CSC/part of panchayat ghar) (Y/N)		<i>No</i>			
g) Water (Y/N)		<i>No</i>			
h) Electricity (Y/N)		<i>No</i>			
2. Educational facilities		No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
a) Kindergarten		<i>NIL</i>			
b) Primary		<i>11</i>	<i>204</i>	<i>05</i>	<i>Govt. 3 Private</i>
c) Middle		<i>04</i>	<i>230</i>	<i>11</i>	<i>Govt. 1 Private</i>
d) High		<i>02</i>	<i>79</i>	<i>07</i>	<i>Govt. Building</i>
e) Higher Secondary		<i>02</i>	<i>350</i>	<i>07</i>	<i>Govt. Building</i>
f) College		<i>NIL</i>			
3. Anganwadi Centre		No. of Anganwadi Centres	Total Children Enrolled	Anganwadi Worker vacancies	Govt Building/ Private Building
		<i>02</i>	<i>402</i>	<i>NIL</i>	<i>Private building</i>
4. Healthcare facility		No. of health centres	No. of PHCs	No. of health & medicine centres	No. of Institute having Govt. building
		<i>NIL</i>	<i>NTPHC - 01</i>	<i>NIL</i>	<i>NIL</i>
5. Bank Branch (Y/N)		<i>NIL</i>			
6. Availability of ATM (Y/N)		<i>NIL</i>			
7. Kiosk/Computer/ CSC (Y/N)		<i>NIL</i>			
8. Pst Workshala (Y/N)		<i>CSC - Yes</i>			
9. Village Haat (Y/N)		<i>NIL</i>			
10. Playground (Y/N)		<i>NIL</i>			
11. Ration shop (Y/N)		<i>Yes</i>			
		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
12. Government office- details, whether functional or not		<i>01</i>	<i>674</i>	<i>Yes Connected</i>	
13. Asset Samvaad - details, location, condition		<i>06</i>		<i>Functional</i>	
14. Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc.		<i>Not available in the Panchayat</i>		<i>All Functional</i>	
15. i. Whether Panchayat assets captured in e-Gram Samvaad (Y/N)					
ii. Number of Asset captured		<i>No</i>			
iii. Please mention assets					
1. _____					
2. _____					
3. _____					
4. _____					
16. List of Incomplete Buildings- name, year of construction					
17. List of Underutilized Buildings- name, year of construction					

Buildings Name *Year of construction*

PNC *2011*

Panchayat Ghar *2012*

4th Chandra *1921*

1st Panchayat *2012*

Govt. House near CSE Bldg.

Date: 10/11		Attendance of Department	Date: 09-11-2018
Sl. No.	Name	Designation with Phn No.	Signature
1	Rajinder Kumar	Security Pharmacist	Rajinder
2	Shello Devi	T.C.D.S	Shello Devi
3	Vinod Kumar	HTB-III (Horticulture)	Vinod Kumar
4	Gopal Chandel	PHE	Gopal Chandel
5	Mahesh Ch. Singh	HTB-IV (Horticulture)	Mahesh Ch. Singh
6	Baldev Singh	J.P.C.D.L	Baldev Singh
7	Laxman Das	S.P.D.C.L. L.M.	Laxman Das
8	8082676007 Chamyal Singh	J.P.D.G.L. L.M.	Chamyal Singh
9	9747398024 Lodhram Singh	J.P.D.C.L. L.M.	Lodhram Singh
10	GOTAM KUMAR	Stock Assistant Chap. Husbandry	Gotam Kumar
11	Prem Chandel	Forest Guard	Prem Chandel
12	Sulinder Kumar	Fisheries Guard	Sulinder Kumar
13	Kulbushan Kumar Bafra	Agriculture (TAEo)	Kulbushan Kumar
(14)	Jai Singh	J.P.D.C.L. L.M.	Jai Singh
(15)	Rattan Singh	P.W.D	Rattan Singh

Sl. No.	Name	Designation / Department	Signature
6	Singh Singh	CCO (VLS)	
17	Manoj Singh	Jr Bank Manager	
18	Chanchal Devi	Asst. Manager	Chanchal Devi
19	Anil Singh Shukla	Jr Bank Manager	
20	Om Singh Shukla		
21	Balwan Singh Shukla		
22	Madan Lal	Master	
23	Narinder Singh	Tr	
24	Smt. Gadi Devi		
25	Smt. Usha Devi		
26	Dr. Deepak Sharma	Sr Lecturer	
27	Rohit Gupta	(K.C. Mathematics)	
28	Balwan Singh	(K.C. P.E.T.)	
29	Ajay Kumar	ASM-SHD	
30	Jarnail Singh	Education Dept.	
31	Kulwant Singh	LDD	
32	Dr. Swarn Singh	Medical Officer UTPHC Dumna	
33	Madan Lal	Phy. Edu. Tr	
34	Anchal Singh	Phy. Edu. teacher NLS Roadhwa	
35	Bilbeer Singh	NLS Roadhwa	

QUESTIONNAIRE FOR B2V5

Schedule-III (STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No.	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET BUDGET BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASON FOR PENDING
1	Old Age Pension	Social Department	—	—	
2	Widow Pension	Social Department	—	—	
3	Disability Pension	Social Department	—	—	
4	Senior citizen Housing Host	Social Department	—	—	
5	Senior citizen Working Host	Social Department	—	—	
6	Employment provided to specially able persons (handicapped, blind etc.)	Social Department	—	—	
7	Digital services provided	IT / BDO / CSC	All 225 online services		
8	Swachh Kisan	Agriculture Department	10	10	—
9	Kisan credit card	Agriculture Department	310	287	—
10	PM Kisan Samman Nidhi	Agriculture Department	310	310	—
11	Employment Schemes (PMGSY, Tejaswini, Muziki, Mission Youth, etc.)	Employment Department	—	—	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Information not available		
13	100 Implementation I. No. of Households provided POC II. No. of other (for villages) certified (No.)	Sanitation Department	NIL Under Progress	NIL	
14	No. of Households electrified	POO	285	620	Under progress
15	PMAY- Grams	RDO & PR	279	370	
16	SDM (Grams) - DRH Function (Household toilets)	RDO & PR	472	472	
17	ODF Plus villages (No.)	RDO & PR	NIL	NIL	
18	Targeted Soch pit completed	RDO & PR	224	216	
19	JBRPM I. Number of Self Help Groups formed II. Number of Households (No.)	RDO & PR	— — —	— — —	
20	Land Record Saturation	Revenue Department			
21	Pending Mutations done	Revenue Department	585	585	NIL
22	Domicile Certificates	Revenue Department	2445	1344	
23	Persons identified drug addicts	BDO / Sarpanch	NIL	NIL	
24	Awareness camps for de-addiction conducted	BDO / Sarpanch	NIL	NIL	
25	Group Addicts rehabilitated	BDO / Sarpanch	NIL	NIL	
26	Health Health Card under Ayushman Bharat	Health Department	2953	2900	
27	Senior citizen pension	Health Department	71	71	
28	Status under Awareness Host	Health Department	2300	1250	
29	Status under Laundry Host	Health Department	NIL	NIL	
30	Number of Kitchens under organized at Health & Wellness Centres (CHCs) under Ayushman Bharat	Health Department	02	02	
31	Number of Kitchens under held	Health Department	NIL	NIL	
32	Out of School Children brought to Schools	School Education Department	—	—	

19	Number of students who are at school	School Department	Education	---	---
20	Percentages educated through bridge courses	School Department	Education	NIL	NIL
21	Percentage of students who are at school	PCR & CR		information	Not available

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NTPHC
2	Type of building (Govt./ Private)	Private rented building
3	Availability of Staff a) Doctor b) Paramedical	a) Yes ONE b) Yes 1 Pharmacist 02 NTS
4	No of patients attended during the month	24
5	Status of medicine availability	Not adequate
6	Special medical camp held, if any	---
7	Status of Immunization	Every 2nd Wednesday of month
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	20
10	Non- Institutional deliveries in Panchayat (Current Year)	NIL
11	Other	---
12	Remarks of the Visiting Officer	NTPHC requires Furniture, Cradle, & medicines for proper functioning and may be provided at an earliest.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. Hr. Sec. School Dammatz
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Sanctioned: 12 Teachers = 7 Masters = 6 Present strength = 01 = 5 = 3
4	Enrolment of the School a) Boys b) Girls	190 Total = 350 160
5	Availability of play ground	Yes
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under	Yes

	'My School My Pride'	
10	Other	
11	Remarks of the Visiting Officer	School has shortage of staff, teaching rooms and need repair & renovation of existing infrastructure.

III. Anganwari Center:		Status
S. No.	Particulars	
1	Location of Anganwari center	Khallar Ward NO 3 Damnata
2	Number of children enrolled	
	a) Boys	30
	b) Girls	36
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	Nil
12	Number of children wasted	Nil
13	Any Other	-
14	Remarks of the Visiting Officer	—

IV. CAPD Store:

S. No.	Particulars	Status
1	Location of CAPD Store	Khourgala Damnata
2	Government / Private	Government
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	674
5	No of beneficiaries drawing Ration from the store	674
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes
9	Any Other	Yes
10	Remarks of the Visiting Officer	-

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	No Bank/ Extension counter available.
2	No of Accounts in the branch	Closest bank branch at neemgri
3	No of persons applied under various self-employment schemes	
4	No of cases sanctioned under various self-employment schemes	
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	
6	Availability of ATM	
7	Any Other	
8	Remarks of the Visiting Officer	Panchayat must be provided with atleast a Banking correspondent.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Not available in Panchayat
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	
4	Utilization of Amrit Sarovar	
5	Any Other	
6	Remarks of the Visiting Officer	

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Patti Ward No 3 Ramneta
2	Condition of Playground	Not good
3	Utilization of Playground	Yes
4	Any Other	
5	Remarks of the Visiting Officer	Funds may be provided for Upgradation & Upkeep.

VIII. Patwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Not Available in Panchayat
2	Government/ Private building	
3	Land passbook saturation	
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	

Officer	Tehsildar Nourang is requested to establish Submukham in the Pft.
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IX. PMAY House:		Status
S. No	Particulars	
1	Location of PMAY house constructed	Near CFC building, Dammote
2	Name of the beneficiary	Charan Dass
3	Status of the house (completed/ in-use/ under-construction)	Under construction
4	Any Other	—
5	Remarks of the Visiting Officer	—

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Near CFC building, Dammote
2	Name of the beneficiaries	All households of ward No. 1
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	complete
4	Any Other	—
5	Remarks of the Visiting Officer	—

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Khourgati market, Dammote
2	No of online services provided by the CSC	All 285 Online Services
3	No of persons approached for services	Persons from all 03 villages of Panchayat Dammote.
4	Any Other	—
5	Remarks of the Visiting Officer	Functioning properly.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Poor
2	Transport	Satisfactory
3	Electricity	Poor
4	Drinking water	Poor
5	Cleanliness	Poor
6	Sports facility (Playground)	Poor
7	Any Other	Poor, need proper pump & land leveling

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	Cultural Events/ Programmes	
	1. Debates and Seminars	No Debate/Seminar Program held
	2. Skits, Songs, Dramas	Yes, organized during visit
	3. Local Folk programme / Show	Yes, by school children
	4. Discussions with PRI and Senior citizens	Yes, discussion held with PRI & school
	5. Exhibitions	No exhibition held
B	Sports Activities	
	1. Sports Event	---
	2. Distribution of sports kit	---
C	Insugurations (if any)	
	PMAY house	Inspected PMAY house
	Segregation Sheds	---
	Amrit Sarovar	Not available
	JJM Assets	Work under progress
	Compost/ Soak Pits	Inspected compost pit
	PMGSY / MGNREGA works	---
	Any other	Inspected underground construction of Panchayat guest house.
D	Distribution of certificates	near CFC building
	Self Employment Schemes	---
	Land Pass books	---
	Any other	---
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Participants were given awareness on digital services, NashaMukt Bharat & other Flagship schemes especially for watershed area to Ayushman Bharat.

QUESTIONNAIRE FOR B2V5
Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No.	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean and green village
2	Activities undertaken under the Theme (as per instruction manual)	1. Installation of dustbin for dry & liquid waste 2. construction of sand pits & compost pits 3. construction of segregation sheds 4. Plantation of fruit plants through Horticulture
3	Status of activities undertaken	5. Plantation under Forest enclosures 6. Awareness campaign
4	Visible impact of the Activities	Yes, visible reduction in load bike littering & garbage dumping
5	Have Gram Panchayat Development Plan (GDP) prepared and updated	Yes
6	How many activities of SDG have been covered under GDP	Panchayat has decided to cover all the activities for attaining SDGs.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	Panchayat has taken initiatives for maintaining & achieving the theme of SDG adopted.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A. Demands/ Grievances addressed by the Administration		
1	1. Address grievances like completion of NTPHE	
2	2. Panchayat office, H.S. Building, etc. Road &	
3	3. Construction of proper motorable road from Kothgali	
4	4. To Khengali Bannote are still not addressed	
5	5. Some works under protest have been undertaken but still incomplete	
B. Impact of B2V1 to B2V4		
1	1. Increased Public Participation & awareness about welfare schemes	
2	2. Strengthening of Panchayat Raj Institutions	
3	3. Interaction between officers of different departments &	
4	4. General public has led to more development/employment opportunities	
C. Challenges in the Panchayat		
1	1. Snow bound hindrance of district infrastructure because of which	
2	2. development activities get delayed	
3	3. Far flung Panchayat without proper & good road connectivity	
4	4. Non availability of internal link roads to all wards &	
5	5. villages of Panchayat	
D. Suggestions if any		
1	1. Delay in infrastructure creation & proper facilities in schools, Health centers, etc.	
2	2. Schools should be provided with adequate staff, teaching rooms	
3	3. Health centers should be manned with adequate staff & medicine	
4	4. Road should be developed on top priority especially from Kothgali to Khengali Bannote	
5	5. Funds should be released early & works should be undertaken before winter season	
	6. Incomplete works must be completed on top priority.	

QUESTIONNAIRE FOR B2V5

Schedule VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

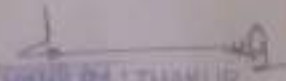
1. BEST PERFORMING DEPARTMENTS	
1	RAO
2	Agriculture & ICDS
3	Cattle Husbandry Department & Health Department
2. LEAST RESPONSIVE DEPARTMENTS	
1	PHE
2	PDD
3	CARD

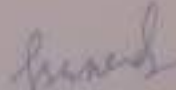
II. FEEDBACK ON UT INITIATIVES

1. UT initiative for B2V Programme which is a public outreach Programme has led to increased public awareness & active participation. It has definitely energized Panchayats by institutions and is helping in collecting feedback on Govt welfare schemes/programmes. B2V Programme is also helping in bridging gap between different Govt depts & General public.
2. UT initiative on Financial Reform & Digital Governance has led to greater transparency & accountability in execution of works.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	PMGSY department in spite of continuous request from Panchayat for installation of representative & General public had failed to provide proper roads.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far	ICDS Sanction scheme, installation of Human Resource as per approved guidelines.
3	Overall assessment of the visit and suggestions: (The visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions)	Completion of PHE building, requirement of ambulance & deployment of Staff/Doctor as per norms. HS Parand Completion of Panchayat gate, HS Sanction building.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	1. Condition of road from Khatigali to Khatigali Sanction is very poor & need immediate construction work as all other developmental activities are directly related to higher officials of Govt, PHE, PDD, Health & Education. Should thank him to understand ground reality/ general level problems faced by Panchayats (General Public).
5	Certificate from Sarpanch that the visiting officer has stayed in the Panchayat for 2 days	Overall Rating of Govt functioning - 4.5 I have Raj Sarpanch Panchayat Hq. Hq. Sanction building certified that on 20/01/2024 300 Sanctioner Visiting officer stayed in Panchayat on 6-7-9 Nov 2023 (2 days)


HANS RAJ THAKUR
SA
Signature of Sarpanch
Name Hans Raj


10.11.2023
Signature of the Visiting Officer
Name Dr. Gurneet Singh